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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A

TAGS: AMGT, KFLO, APER

SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON  
OFFICE

1. The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO and publish widely in your mission. Please send a copy to family members interested in employment and returning to Washington, DC.

2. Title: Naturalization Program Specialist, Family Liaison Office (M/DGHR/FLO), GS-301-9, full time, 2-year limited appointment, with potential to be extended for a maximum of 5 years, Excepted Service, Schedule A. This appointment is not in the Competitive Service. The selected candidate will receive a 2-year Non-Career term appointment with benefits (FERS, TSP, FEGLI and FEHB).

3. Summary: The position is located in the Family Liaison Office (FLO), Bureau of Human Resources, Department of State. The incumbent of this position operates under the general direction of the Deputy Director of the Family Liaison Office. Major responsibilities of the position are to provide information and referral on the

naturalization process to Foreign Service officers and their foreign born spouses, and to develop and maintain files and databases relating to the program. The Program Specialist also writes and updates resource materials.

4. The Foreign Service Act of 1980 mandated the establishment of the Family Liaison Office to facilitate the employment of family members and to carry out such other functions as the Secretary of State may designate. The Office assists both employees and family members in the areas of family member employment, education counseling, crisis support, and expeditious naturalization. FLO provides support of evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office program, and organizes Washington and overseas training conferences annually.

FLO produces numerous publications and information papers. You may research information about FLO on our Intranet web site (<http://hrweb.hr.state.gov/fo/index.html>) or Internet [www.state.gov/m/dghr/flo](http://www.state.gov/m/dghr/flo)

5. The Family Liaison Office serves clients not only from the Department of State, but fields questions and makes referrals to many agencies assigning personnel abroad including US Agency for International Development, U.S. Commercial Service, Department of Commerce, the Justice Department and Peace Corps, to name a few.

#### 6. Major Duties:

a) Provide outstanding customer service while administering the naturalization information program for the Department of State by developing and maintaining a network of contacts in other agencies and with the USCIS officials in the Washington office and the relevant branch offices throughout the U.S.

b) Counsel employees and foreign-born family members on problems related to expeditious naturalization. Answers inquiries regarding the regulations, procedures, etc.

involved in the naturalization process. Receives initial inquiries and determines eligibility.

c) Develop, administer, and maintain various databases depending on program needs. Develop reports from the databases as requested by FLO staff, the Department of State, and other government agencies.

d) Develop and maintain accurate statistical records and reports.

e) Brief CLO Coordinators and other interested individuals and groups on expeditious naturalization.

f) Update handouts. Identify topics of interest and periodically write articles and news briefs for Family Liaison Office publications.

g) Act as advocate for family members.

#### 7. Qualifications (ranking factors)

Must be a U.S. citizen and have a minimum of 5 years of experience generally gained through first-hand experience living or working in a U.S. Embassy or Consulate community overseas that provided opportunity to gain and demonstrate:

a. Ability to research and apply complex government

regulations.

- b. Ability to develop and manage databases, compile and analyze information and produce reports based on data.
- c. Knowledge of the life-style and employment environment for Foreign Service family members in U.S. embassies and consulates abroad.
- d. Knowledge of FLO and CLO programs in order to represent their functions, goals, policies and objectives to operating offices, employees, and family members.
- e. Ability to communicate well both orally and in writing.
- f. Ability to interact well with others.
- g. In-depth knowledge of different U.S. visa requirements and general consular procedures, as well as immigration issues and policies gained through experience either as a consular associate or working at the USCIS.

In addition, computer skills are essential, including knowledge of the Microsoft Office suite, spreadsheet applications, and ability to conduct Internet research. Early availability is a desirable factor.

#### 8. How to Apply:

Interested individuals may submit one of the following: an optional application for Federal Employment (OF-612), a SF-171, a federal (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications (see number 5 under Additional Information) and ability to type. Applications which are incomplete or mailed in government postage-paid envelopes will not be considered.

Send applications to Tracy Young HR/EX, room H-726, Department of State, Washington, D.C. 20520. Applications may also be faxed to Tracy Young on (202) 663-2371. The application must be received by close of business, Friday, May 19, 2006. If there are any questions regarding this announcement, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, on (202) 647-1076. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

#### 9. Evaluation Method: Determination of basic eligibility

and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen. Generally, only the top 3 to 5 best-qualified candidates will be referred for an interview.

10. Please note that because all Family Liaison Office positions are in the excepted service, neither past nor current Federal status nor executive order eligibility are required. However, if applicants have government employment status or eligibilities, it is helpful to document in the application to assist in determining the level of skills and abilities of each candidate. Therefore: 1. All current Federal employees and reinstatement eligibles should submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All non-competitive eligibles should submit proof of eligibility. 3. All applicants claiming veterans' preference must provide proof of eligibility. 4. All other applicants (non-status) must submit information identified above. 5. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

11. Privacy Act Information: The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the

United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

12. Information for those who wish to submit a resume: Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

Personal and Educational Information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code;. 2. Social Security Number; 3. Country of citizenship (most federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work Experience and Other Qualifications: Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including: 1. Job title (series and grade if Federal employment); 2. Duties and accomplishments; 3. Employer's name and address; 4. Supervisor's name and telephone number (indicate if we may contact your current supervisor); 5. Starting and ending dates of employment (month and year); 6. Hours worked per week; 7. Salary; 8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, computer software/hardware); current licenses; or honors, awards

and special accomplishments (e.g., honor societies, publications). 9. Early availability may be a factor.

13. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

14. Minimize Considered  
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